

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL  
DEPARTMENT OF HEALTH**

*(This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.)*

**OTHER POSTS**

- POST 14/47** : **HEAD CLINICAL UNIT (MEDICAL) GR 1 REF NO: GS 29/20**  
Re- Advertisement  
Component – Cardiology
- SALARY** : R1 728 807 per annum. All inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the Department. Employee must sign the commuted overtime contract form annually
- CENTRE REQUIREMENTS** : Greys Hospital, Pietermaritzburg  
: MBCHB Or Equivalent Plus Three years post registration experience as a Medical Specialist Certificate in Cardiology (SA) or equivalent qualification (if not trained in South Africa) Registered HPCSA qualification as a Medical Specialist in Internal medicine, PLUS Current Registration with the Health Professions Council of South Africa as a Cardiologist Recommendation Experience in managing cardiology unit Knowledge, Skills, Training and Competency Required Sound clinical Cardiology and patient management skills A working knowledge of human resource management; information management; quality assurance programs; current health and public service legislation, regulations and policy; medical ethics; financial management. Teaching and research experience
- DUTIES** : Key Performance Areas: Incumbent to be based at Greys Hospital. Clinical Responsibilities: Participation in Tertiary Cardiology Services (both In-patient and Out-patient) in the Pietermaritzburg Metropolitan Area including Outreach Programs Clinical responsibility in the discipline of cardiology with after-hours participation (based on departmental operational need) Performance of procedures in the cardiac catheterization theatre that include coronary angiography, stent insertion, pacemaker insertion, intra-aortic balloon counter-pulsation and other procedures as may be developed. Performance of procedures in non-invasive cardiology including two dimensional and Doppler echocardiography, tilt testing and stress ECGs. Presentation of adequately worked up cases at the Department of Cardiothoracic Surgery, Inkosi Albert Luthuli Hospital for surgical intervention. Management Responsibilities: Development and support of Specialist Cardiology Services in the Tertiary Drainage area of Greys Hospital. Oversight and management of clinical and allied staff (clinical technologists) in the Cardiology Unit Oversight and management of infrastructure, equipment and consumables in the Cardiology Unit Liaison with Institutional Management in hospitals in PMB Metro, the uMgungundlovu District and the Tertiary Drainage area. Liaison with the Head Clinical Department in Internal Medicine in Pietermaritzburg and Head of Cardiology in the University of Kwa-Zulu Natal. Participation and support of quality control activities in the PMB Department of Cardiology and Medicine Training and Research Responsibilities Support of Staff Training and Development in Specialist Cardiology Services in the PMB Metro and in the Tertiary Drainage area, including subspecialty Cardiology training under the auspices of the Department of Cardiology at the Medical School Participation in and support of the Medical Undergraduate and Postgraduate Training Programs in the PMB Departments of Cardiology and Internal Medicine Participation in and support of clinical research and quality control activities in the PMB Departments of Cardiology and Medicine
- ENQUIRIES APPLICATIONS** : Dr K. Rasmussen Tel No: (033) 897 3289  
: Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
- FOR ATTENTION NOTE** : Mrs. M. Chandula  
: Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number/reference must be indicated in the column provided on the form Z83 e.g GS 29/20 Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be

entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). African Males Are Encouraged to apply.

- CLOSING DATE** : 17 July 2020
- POST 14/48** : **MEDICAL SPECIALIST – (Grade1, 2, 3) - (CARDIOLOGY) REF NO: GS 30/20**  
Re-Advert  
Component – Internal Medicine
- SALARY** : Grade 1: R1 106 040. per annum, all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the Department. Employee must sign the commuted overtime contract form  
Grade 2: R1 264 623 per annum, all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the Department Employee must sign the commuted overtime contract form.  
Grade 3: R1 467 651 per annum package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the Department Employee must sign the commuted overtime contract form.
- CENTRE REQUIREMENTS** : Greys Hospital, Pietermaritzburg  
: MBCHB or Equivalent Plus Registered HPCSA qualification as a specialist in internal medicine, PLUS Certificate in Cardiology (SA) or equivalent qualification (if not trained in South Africa) Current Registration with the Health Professions Council of South Africa as a Cardiologist Recommendation One year experience as a subspecialist cardiologist Knowledge, Skills, Training and Competency Required: Sound clinical Cardiology and patient management skills A working knowledge of human resource management; information management; quality assurance programs; current health and public service legislation, regulations and policy; medical ethics; financial management. Teaching and research experience. **Grade 1** Experience: Not applicable; Registration with the HPCSA as a Medical Specialist. **Grade 2** Experience: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist. **Grade 3** Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist
- DUTIES** : Key Performance Areas: Incumbent to be based at Greys Hospital. Clinical Responsibilities: Participation in Tertiary Cardiology Services (both In-patient and Out-patient) in the Pietermaritzburg Metropolitan Area including Outreach Programs Clinical responsibility in the discipline of cardiology with after-hours participation (based on departmental operational need) Performance of procedures in the cardiac catheterization theatre that include coronary angiography, stent insertion, pacemaker insertion, intra-aortic balloon counterpulsation and other procedures as may be developed. Performance of procedures in non-invasive cardiology including two dimensional and Doppler echocardiography, tilt testing and stress ECGs. Presentation of adequately worked up cases at the Department of Cardiothoracic Surgery, Inkosi Albert Luthuli Hospital for surgical intervention. Management Responsibilities – To support the HCU of Greys Cardiology with respect to the following Development and support of Specialist Cardiology Services in the Tertiary Drainage area of Greys Hospital. Oversight and management of clinical and allied staff (clinical technologists) in the Cardiology Unit Oversight and management of infrastructure, equipment and consumables in the Cardiology Unit Liaison with Institutional Management in hospitals in PMB Metro, the uMgungundlovu District and the Tertiary Drainage area. Liaison with the Head Clinical Department in Internal Medicine in Pietermaritzburg and Head of Cardiology in the University of KwaZulu Natal. Participation and support of quality control activities in the PMB Department of Cardiology and Medicine Training and Research Responsibilities Support of Staff Training and Development in Specialist Cardiology Services in the PMB Metro and in the Tertiary Drainage area, including subspecialty Cardiology training under the auspices of the Department of Cardiology at the Medical School Participation in and support of the Medical Undergraduate and Postgraduate Training Programs in the PMB Departments of Cardiology and Internal Medicine

<b><u>ENQUIRIES</u></b>	:	Participation in and support of clinical research and quality control activities in the PMB Departments of Cardiology and Medicine
<b><u>APPLICATIONS</u></b>	:	Dr K. Rasmussen Tel No: (033) 897 3289
<b><u>FOR ATTENTION</u></b>	:	Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
<b><u>NOTE</u></b>	:	Mrs. M. Chandulal
	:	Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department or website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number reference must be indicated in the column provided on the form Z83 e.g GS 30/20. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). African Males are encouraged to apply.
<b><u>CLOSING DATE</u></b>	:	17 July 2020
<b><u>POST 14/49</u></b>	:	<b><u>PNA8 DEPUTY MANAGER NURSING (LEVEL 1 &amp; 2 HOSPITALS REF NO: PHO 03/2020)</u></b>
<b><u>SALARY</u></b>	:	R843 618. per annum (All-inclusive package) Plus 8% rural allowance
<b><u>CENTRE</u></b>	:	Pholela Community Health Centre
<b><u>REQUIREMENTS</u></b>	:	Grade 12 /Standard 10/National Senior Certificate. Plus Diploma/ Degree in General Nursing and Midwifery Plus Certificate of registration with SANC as General Nurse and Midwife plus minimum of 9 years recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing plus at least four (4) years of the period referred to above must be appropriate/recognizable experience at management level plus current registration with South African Nursing Council (2020 SANC receipt). It is a recommendation to possess valid driver's license, National Diploma in Nursing Administration, proof of computer literacy in Microsoft packages, exposure in a primary health care environment. Proof of experience endorsed by Human Resource component providing detailed information on promotions and key performance areas of previous and current experience is required. The incumbent will be required to possess knowledge, skills and competencies in planning and organizing, leadership, decision making, presentation, project management, knowledge of legislative prescript concerning Public Service Nursing, Financial Management, Conflict management skills, Computer literate, Human Resource Management, Problem solving skills, good communication and interpersonal skills, procurement procedures, change management.
<b><u>DUTIES</u></b>	:	The applicant will be expected to establish the strategic direction of the nursing component to ensure alignment with its business plan. To manage and control budget in accordance with PFMA Act no: 1 of 1999 by ensuring effective and efficient control of medical supplies, equipment and miscellaneous store. Effectively manage and utilize human resource in the nursing component. Manage and formulation of policies and procedure for nursing services. Maintain discipline in all labour related issues, grievances in terms of the laid down procedure and policies. Give clear and effective communication to relevant stakeholders allowing for efficient service delivery within the multidisciplinary approach. Execute duties and functions with proficiency, support of the aim and strategic objectives of the department of health and perform duties/functions within the prescripts of all applicable legislation. Ensure proper planning of leave for supervisees. Ensure effective employee performance management. Identify training needs and implement intervention strategies. Ensure all records are maintained and updated regularly. Conduct clinical audits and develop QIP on identified gaps. Investigation and management of complaints. Mitigation and management of risks / adverse events. Ensure implementation of NCS, IPC and Quality in the nursing component.
<b><u>ENQUIRIES</u></b>	:	Mrs. GLL Zuma: District Director Tel No: (039)-834 8200
<b><u>APPLICATIONS</u></b>	:	Attention: Mrs ZR Dladla: Deputy Director: HRM, Harry Gwala Health District Office, Private Bag x 502, IXOPO, 3276, or maybe hand delivered to Harry Gwala Health District Office, 111 Main Street, IXOPO, 3276, (under KFC

**NOTE**

building). Scanned or emailed applications must be directed to [zilungile.dladla@kznhealth.gov.za](mailto:zilungile.dladla@kznhealth.gov.za).

Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service department), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience) and clear certified copies of original educational qualification certificates, ID document and Driver's license (where applicable). Proof of current and previous experience endorsed by human resource component. Must be a South African citizen. Failure to comply with the above instructions will result in applications being disqualified. If an applicant wishes to withdraw an application it must be done in writing. Faxed or emailed applications will be accepted due to current COVID-19 disaster status for candidates working outside the district. The successful candidates will be subjected to Personnel Suitability Checks (criminal record-, citizenship- & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Potential candidates, declared in excess must indicate their excess status on Z83. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. The Department reserves the right not to make appointment(s) to the advertised post(s). The certification date of your bar coded ID must not be older than 6 months and the copy must be of very good quality. The employment equity target for the post is an African male. (Applications received after the closing date will not be considered).

**CLOSING DATE**

12 June 2020

**POST 14/50**

**MEDICAL OFFICER GRADE 1, 2&3 REF NO: APP/ 01/2020 (2 POSTS)**  
Component: Medical

**SALARY**

Grade 1: R821 205 – R884 670 per annum  
Grade 2: R938 964 – R938 964 per annum  
Grade 3: R1 089 693 –R1 362 366 per annum Consist of 70% basic salary and salary and 30% flexible portion that may be structured in terms of the applicable rules Other Benefits 18 % in hospitable Allowance. Commuted overtime (as per departmental need) Appointment

**REQUIREMENTS**

for the posts an appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Registration certificate with HPCSA as a Medical Practitioner Proof of current registration (annual registration card). Proof service from previous/current employers signed and stamped by Human Resource. Applicants in possession of foreign qualification must attached the evaluation certificate from the South African Qualifications Authority) to the applications. **Grade 1:** No experience required **Grade 2:** Minimum of 5 years relevant experience after registration with HPCSA as a Medical Officer **Grade 3:** Minimum of 10 years relevant experience after registration with as a Medical Officer Knowledge, Skills, Training, and Competencies Required A sound working knowledge in the basic medical disciplines to allow accurate diagnosis and appropriate management of clinical problem with specific emphasis on surgery. Broad knowledge of medicine and surgery as well as Obstetrics & Gynaecology, Paeditrics, trauma. Ability to function in a multidisciplinary team Good communication and interpersonal skills.

**DUTIES**

Key Performance Areas: Examine, investigate and oversee treatment of patients. Ensure effective, early and correct and cost effective, investigation and follow up treatment of patients. Provide a holistic patient care, inclusive of examining and formulation of patient treatment plans Maintain accurate and appropriate patient records in accordance with legal/ethical considerations and continuity of patient care. Provide preventative health interventions. Perform operating theatre work on an elective and emergency basis e.g. Caesarean section, minor surgical procedures etc. Participate in emergency after hour's services (Commuted overtime) .Actively participates in quality improvement programme (morbidity and mortality meetings, clinical audits and risk management Perform medico legal duties. Facilitate staff training and continuous medical education. Assist with the development of District hospital services. Supervise and assist junior peers. Provide support to Head of department and ensure that efficient standards of patient care and services in maintenance

**ENQUIRIES**

DR EH Edwards: Medical Manager Tel No: (032) 2948000

**APPLICATIONS** : Should Be Forwarded To: The Chief Executive Officer, P/Bag x 215 Ozwathini, 3242  
**FOR ATTENTION** : Human Resource Manager  
**NOTE** : Equity Target: African Male  
**CLOSING DATE** : 05 June 2020

**POST 14/51** : **DENTIST REF NO: MONT 06/2020**

**SALARY** : R797 109 per annum (Level 12) OSD  
**CENTRE** : Montebello Hospital  
**REQUIREMENTS** : Senior Certificate or equivalent qualification. Appropriate qualification that allows registration with the HPCSA as a Dentist. Current registration with the HPCSA as a Dentist. Current annual practicing certificate (2020 Receipt). Grade 1: No experience after registration with the HPCSA as Dentist. Grade 2: Minimum of 7 years' experience after registration with the HPCSA as a Dentist. Grade 3: Minimum of 12 years' experience after registration with the HPCSA as a Dentist. Proof of current and previous experience endorsed by the Human Resource Department must be attached.

**DUTIES** : To execute duties and functions with proficiency within the prescripts of all applicable legislation and to support the aim and objectives of the institution. Assist management with strategic planning for the institution in line with the MTEF. Develop a mission statement and objectives for the Dental Unit that supports the overall objectives of the institution. Communicate with members of the health care team and dental services to meet patient needs and to adopt a multidisciplinary approach. To determine priority targets for dental health education and preventative programmes by utilizing epidemiological data. Manage human resources effectively and optimally. Ensure that the policies and activities of the dental unit subscribe to the professional, ethical framework. Utilize resources and equipment optimally. Provide consultative dental services to patients in accordance with legal and ethical guidelines. Maintain accurate and relevant health records and patient reports. To be responsible for promotive and preventative health education on dental care.

**ENQUIRIES** : DR CS Govender Tel No: (033)- 506 7000  
**APPLICATIONS** : Should Be Forwarded To: The Chief Executive Officer: Montebello Hospital, P/Bag x506, Dalton, 3236

**FOR ATTENTION** : Human Resource Manager  
**NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

**CLOSING DATE** : 16 June 2020

**POST 14/52** : **DEPUTY MANAGER: FINANCE REF NO: DMF/FINANCE/2020 (X1 POST)**  
Finance

**SALARY** : R733 257 per annum (Level 11) Plus 13th Cheque, Medical Aid: Optional, Housing Allowance (Employee must meet minimum requirements)  
**CENTRES** : Addington Hospital: Kwazulu Natal  
**REQUIREMENTS** : Degree/National diploma in one of the following:- Accounting, Cost and Management Accounting or Financial Management .Three (3) to five (5) years junior management experience in Financial Management. Computer Literacy-certificates required. Endorsed valid Code B (Code 08) driver's license. Knowledge, Skills, Training And Competence Required: The incumbent of this

post will report to the Chief Executive Officer, and will be responsible to provide Financial Management in order to ensure that resources are managed in such a way that the Institution delivers sustainable, co-ordinated and integrated patient health care, and as such the Ideal candidate must:- Possess thorough knowledge of Laws, Regulations, Policies, Instructions, Practice Notes. Know Public Finance Management Act, Treasury Regulations and Treasury Guidelines. Possess in-depth knowledge of budget procedures, Assets Management, Persal, Vulindlela and BAS. Have the ability to perform independently and under pressure. Have good communication and interpersonal relation skills. Be computer literate with a proficiency in Excel and PowerPoint Software applications and a computerized financial management system. Possess knowledge of and ability to implement Human Resource Management policies. Good leadership, organizational, analytical and planning skills. Be able to develop/implement policies and financial practices. Possess knowledge of procurement procedures and directives.

**DUTIES** : Key Performances Areas: Implement and Manage functionality of all Finance & Supply Chain Management components (Budget, Expenditure, Revenue, Assets) Manage potential risks and develop mitigation strategies. Maintain adequate availability and efficient utilization of staff, Employee Performance Management and Development systems, training, discipline and manage grievances of staff in the component. Ensure clearance of suspense accounts and proper debt management for the Hospital. Ensure proper voucher control and payroll certification. Identify risks and institute control measures to minimize risks in all areas/sections that deal with financial matters. Conduct analysis on expenditure trends and do budget estimated and ensure alignment with service delivery outcomes. Manage and implement efficient, cost effective and integrated Supply Chain Management throughout the Hospital. Analyze, Audit, Interpret and consolidate financial data as contained in Accounting Records for financial year, in accordance with accounting procedures and provide financial information that is accurate, concise, reliable and timely to facilitate effective decision making. Draw, analyze, interpret BAS reports for cash flow purposes and ensure availability of funds, Process journals and perform debt management, staff linking and suspense account procedures. Ensure proper management of assets and liabilities. Develop and implement controls to ensure good audit outcomes. Take effective and appropriate steps to ensure maximum collection of revenue due to the Hospital. Hours Of Duty: 40 Hours per week.

**ENQUIRIES** : Dr M Ndlangisa Tel No: (031) 327 2970  
**APPLICATIONS** : All applications to be posted to: The Human Resource Dept, Addington Hospital, P O Box 977 Durban, 4000 Or dropped off in the Application Box at Security, Staff Entrance, Prince Street, South Beach, Durban.

**NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies (not copies of previously certified copies) of degree/diploma certificates, Identity Document, Driver's license, Computer literacy certificates. Certificates of service stamped and endorsed by Human Resource Department the Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to the large financial constraints no S & T and settlement claims will be considered for payment to candidates that are invited for the interview Employment Equity: Preference will be given to the following candidates as per Employment Equity target: Any person with disability regardless of race and gender. African Male.

**CLOSING DATE** : 12 June 2020

**POST 14/53** : **ASSISTANT MANAGER NURSING SPECIALITY REF NO: ITSH 05/ 2020 (1 POST)**

**SALARY** : R614 991 - R692 166 per annum, other benefit: 13<sup>th</sup> cheque, Housing Allowance (employee must meet the prescribed requirement) 12% Rural allowance and Medical Aid (optional)

## **REQUIREMENTS**

: National Senior Certificate grade 12 or standard 10. Current registration with SANC as a General Nurse and Midwifery (proof of payment must be attached) E-register or salary advise. A minimum of 10 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC as a general nurse and midwifery. At least 6 years of the period referred to above must be appropriate/ recognizable experience after obtaining 1 year post basic qualification in the relevant specialty (Diploma in Operational Theatre Technique)/Trauma. At least 3 years of the period referred to above must be appropriate or recognizable experience at management level. NB: Proof of work experience signed by Human Resource section must be attached. Recommendations: Diploma/Degree in Nursing administration and Nursing Management. Proof of computer literacy with proficiency in MS Office software application (certificate must be attached). Valid driver's license. Knowledge, Skills And Competencies Required: advanced knowledge and skills of nursing care procedures, nursing statutes and other relevant legal framework Nursing Act, Health Act, Occupational Health and Safety Act, Labour relations Act, Public Service Regulations, Patient's Right Charter, Batho Pele Principles, etc. Strong communication (written and verbal) leadership and interpersonal skills, problem skills, conflict management, decision making skills and presentation skills. Sound knowledge of Nursing Management. Knowledge on SANC rules and regulations. Knowledge and experience in implementation of Batho Pele Principles, Patients Right's Charter and code of conduct. Computer skills in basic programmes. Human Resources Management and Basic financial management skills. High level of accuracy, initiative and innovation. Ability to prioritize issues and other work related matters and to comply with time frames. Insight into the public health sector, strategies and priorities including nursing strategy, standard procedure and policies pertaining to nursing care. Conflict management, mentorship, supervisory and change management skills

## **DUTIES**

: Key Performance Areas: To support and supervise the delivery of quality nursing care to patients in nursing units and to facilitate the implementation of health programs in OPD/ Causality & Operational Theatre. Manage resources allocated to the nursing units in an economically, efficient and effective manner. Supervise formulation standard procedures for nursing services. Coordinate the activities and projects of the multidisciplinary health team in provision of safe practices in managing theatre and trauma cases. Develop Standard Operating Procedures that guide towards sterilization and disinfection in line with the current infection prevention and control practices. Develop Standard Operating Procedures specific to Operation Theatre and Trauma units. Develop / establish and maintain constructive working relationship with nursing and other stakeholders. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Ensure adherence to prescribed policies and procedures. Monitor and implement EPMDS. Improve quality of care through reduction of patient complaints, public complaints and waiting times. Ensure that accurate, reliable statistics and reports are generated. Monitor and evaluate effectiveness of the nursing staff development, infection control, quality control and information management practices in the hospital against set standards with view to identify gaps and address problems timeously. Investigate adverse events and develop action plans for gaps identified. Conduct nursing audits in order to monitor the quality of care. Deal with labour relations issues pertaining to the unit.

## **ENQUIRES APPLICATION**

: Mrs T.G Msibi Tel No: (034) 413 4000  
: All applications must be addressed to Itshelejuba Hospital Private Bag x0047 Pongola 3170 and also emailed to [elliot.simelane@kznhealth.gov.za](mailto:elliot.simelane@kznhealth.gov.za) (due to COVID 19)

## **NOTE**

: An application for employment form (z83) must be completed and forwarded. This is obtainable from any Public Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Certified copies of ID documents, STD10, educational qualifications, certificate of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your C.V. original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations for the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the z83, e.g. ref ITSH 4/2020. Please note that failure to comply with the above instruction will be disqualify applicants. Please note that the selected candidate will be subjected to pre-employment screening and verification process. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as

unsuccessful .please note that due to financial constraints, there will be no payments of S & T claims.

- CLOSING DATE** : 12 June 2020
- POST 14/54** : **OPERATIONAL MANAGER NURSING (PHC) REF NO: ITSH 07/ 2020 (1 POST)**
- SALARY** : R562 800 - R633432. per annum, other benefit: 13<sup>th</sup> cheque, Housing Allowance (employee must meet the prescribed requirement) 12% Rural allowance and Medical Aid (optional)
- REQUIREMENTS** : National Senior Certificate grade 12 or standard 10. Degree/National diploma in General nursing and Midwifery plus 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Current registration with SANC as a General Nurse and Midwifery/proof of payment must be attached (E- register/salary advice. A minimum of 7 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC as general nurse and midwifery. At least 5 years of the period referred to above must be appropriate/ recognizable experience after obtaining 1 year post basic qualification in the relevant specialty. NB: Proof of work experience signed by Human Resource Manager must be attached. Recommendations: A valid driver's license. Proof of computer literacy (certificate must be attached Knowledge, Skills and Competencies Required: Good management and analytical skills. Good communication leadership and interpersonal skills, problem solving skills, conflict management and decision making skills. Ability to work in a team. Knowledge of Public service acts, regulations and policies. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks. Knowledge and experience in implementation of Batho Pele Principles, Patients Right's Charter and code of conduct. Computer skills in basic programmes. Human Resources Management and Basic financial management skills.
- DUTIES** : Key Performance Areas: Assist in planning, organising and monitoring of objectives of the facility. Manage all resources within the unit effectively to ensure optimum service delivery. Ability to plan and organize own work and that of support personnel to optimum service delivery. Monitor provision of quality comprehensive service delivery. Work as part of multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, community and multidisciplinary team. Monitor safe patient service and improve client satisfaction. Participate in the attainment of National Core Standard. Contribute to the realization of ideal clinic (ICRM) status norms and standards. Participate in the analysis and formulation of SOP for the facility. Provide direct and indirect supervision of all staff within the unit and give guidance. Demonstrate an understanding of Human Resource and Finance Management policies and procedures. Monitor and evaluate the care and management of all patients through clinical audits. Supervise and monitor implementation and performance of PHC Re- Engineering/ Community based model. Monitor implementation and performance of indicators on daily, weekly, and monthly basis, provide feedback to management, analyses data and draw quality improvement plan and implementation thereof. Exercise control of discipline and any other Labour related issues in terms of the laid down procedures. Ensure complaint management is functional in the clinic. Ensure functionality of the clinic committee programme so that community involvement and participation is achieved. Conduct clinic open days. Monitor and evaluate employee's performance through EPMS for relevant staff. Ensure data management is done as per prescripts, daily capturing and monthly report. Ensure proper and optimal utilization of resources and exercise care over government property. Incumbent will be expected to work extended hours (overtime) including after hour on call. Demonstrate knowledge of clinical programme i.e. MCWH, HAST and NCD including all monitoring systems attached to each programme. Ability to access retrieves electronic report, analyse and use them to improve clinical care.
- ENQUIRES** : Mrs T.G Msibi Tel No: (034) 413 4000
- APPLICATION** : All applications must be addressed to Itshelejuba Hospital Private Bag x0047 Pongola 3170 and also emailed to [elliott.simelane@kznhealth .gov.za](mailto:elliott.simelane@kznhealth.gov.za) (due to COVID 19)
- NOTE** : An application for employment form (z83) must be completed and forwarded. This is obtainable from any Public Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Certified copies of ID documents, STD10, educational qualifications, certificate of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your C.V. original signed letter from your current employer, confirming current and appropriate work experience related to the



requirements and recommendations for the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the z83, e.g. ref ITSH 4/2020. Please note that failure to comply with the above instruction will be disqualify applicants. Please note that the selected candidate will be subjected to pre-employment screening and verification process. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful .please note that due to financial constraints, there will be no payments of S & T claims.

- CLOSING DATE** : 12 June 2020
- POST 14/55** : **OCCUPATIONAL HEALTH NURSE PRACTITIONER) GRADE 1/GRADE 2**  
**REF NO: OH/5/2020**  
Job Purpose: To ensure optimal health for all employees in the Institution and clinics by providing holistic health care and support.
- SALARY** : Grade 1: R383 226. per annum  
Grade 2: R471 333. per annum Other Benefits; 13th Cheque Medical Aid (Optional), Housing Allowance Employee must meet prescribed. Requirements and Rural Allowance 12%.
- CENTRE** : Edumbe Community Health Centre
- REQUIREMENTS** : Senior Certificate (Grade 12).Diploma/Degree in General Nursing and Midwifery/Achoucheur. Current registration with SANC as a Professional Nurse. Post basic qualification in Occupational Health Nursing (Certification or Diploma). Current proof of registration with SANC 2020. Certificate of service stamped by HR Department. Proof of current and previous experience endorsed and stamped by HR must be attached. Knowledge, Skills, Training And Competencies Required:- Primary Health Care and Occupational Health Care, Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights, Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Good and sound Knowledge of Compensation for Occupational Health and Safety Act no. 85 of 1993.Good communication both verbal written. Coordination and liaison. Problem solving. Report writing. Computer literacy.
- DUTIES** : Key Performance Area: Provide support and assistance to ensure optimal health status for all employees in the Institution and Clinics. Roll – out Occupational Health Programs for the CHC and Clinics. Conduct Medical Surveillance programme to employees. Execute all duties, functions and responsibilities in compliance with the OHS Act 85 of 1993, COID Act 130 of 1993 and other relevant legislation. Manage Occupational Health statistics and reports to Manager. Develop Occupational Health and Safety Training program for employees (involve stakeholders with relevant experience. Manage HIV/Aids in the workplace (HAST) Management of Employee Health and Wellness program at the facility. Initiate and manage Compensation claims for affected staff. Conduct Risk Assessment in all workplaces. Record keeping.
- ENQUIRIES** : Mrs. LT Msibi Tel No: (034) 995 8500.
- APPLICATIONS** : All applications should be forwarded to: The Human Resource Manager, Edumbe community Health Centre, P/Bag x 322 Paulpietersburg, 3180, or hand delivered to: The Human Resource Office, Stand No 463 eDumbe Main Street, Paulpietersburg, 3180. Human Resource Management Edumbe Main Street Paulpietersburg, for the attention of: Mrs. EP Mdlalose.
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African

Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply

- CLOSING DATE** : 17 June 2020
- POST 14/56** : **PROFESSIONAL NURSE- SPECIALITY: MATERNITY: REF NO: MONT 05/2020**
- SALARY** : Grade 1: R383 226 per annum  
Grade 2: R471 333 per annum (Level 9/10) OSD
- CENTRE** : Montebello Hospital
- REQUIREMENTS** : Senior Certificate/Grade 12 or equivalent qualification, Degree/Diploma in General Nursing and Midwifery. A Post Basic qualification with a duration of at least one year accredited with SANC in Advanced Midwifery and Neonatal Nursing Science. Current registration with SANC as a General Nurse and Midwife. 2020 SANC Annual practicing certificate (2020 receipt). Proof of current and previous experience endorsed by Human Resource Department. Experience: **Grade 1:** A minimum of 04 years appropriate/recognizable experience in nursing after registration as professional nurse with SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least ten years of the period referred to above must be appropriate/recognizable experience in the Maternity after obtaining the 1-year post basic qualification in Midwifery and Neonatal Nursing Science. Certificates of service must be attached as proof of experience.
- DUTIES** : Perform clinical nursing in accordance with the scope of practice and nursing standards. To execute duties and functions with proficiency in support of the aims and strategic objectives of the institution and to perform duties/functions within the prescripts of all applicable legislation. Maintain client satisfaction through quality service, innovation and professional nursing care by upholding the principles of Batho Pele and the standards set by the accreditation process. Ensure provision of educational services to clients. Ensure proper utilization of resources and exercise care of the Government Property. Plan and organize services to ensure cost effective use of resources. Assess staff requirements based on workload. Compile and analyze monthly statistics and use the information for future planning. Maintain clinical competence by ensuring that specific principles of nursing care are within the legal requirements. To provide holistic nursing care to patients in a speciality unit in a cost effective, efficient and equitable manner. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Execute duties and functions with proficiency, in support of the vision, mission, nursing objective and strategic objectives of the institution and to perform duties within prescripts of all applicable legislation. Ensure ongoing education and staff training in PMTCT, BFHI, etc. Provision of quality maternal and neonatal care through setting of standards. Maintain accurate and complete patient records. Participate in Health Promotion and illness prevention initiatives. Participate in the formulation and analysis of Policies and Procedures and ensure that these are in accordance with current statutory regulations and guidelines. Assist unit manager with overall management and support for effective functioning of the unit. Attend sub district perinatal. Conduct clinical audit and compile summary report. Ability to work independently in all sections of the unit. Ensure utilization of maternity and neonatal guidelines and protocols. Participate in the implementation of priority programs and strategies to reduce morbidity and mortality rates to take charge of the unit during the absence of Operational Manager in charge and to manage the unit accordingly
- ENQUIRIES** : MS N Ngceza Tel No: (033) 506 7000
- APPLICATIONS** : Should Be Forwarded To: The Chief Executive Officer: Montebello Hospital, P/Bag x506, Dalton, 3236
- FOR ATTENTION** : Human Resource Manager)
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting),

criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

**CLOSING DATE**

16 June 2020

**POST 14/57**

: **CLINICAL NURSE PRACTITIONER) GRADE 1/GRADE 2 REF NO: OP/1/202**  
Job Purpose: To provide effective and efficient health care services to the community.

**SALARY**

: Grade 1: R383 226. per annum  
Grade 2: R471 333. Other Benefits; 13th Cheque Medical Aid (Optional), Housing Allowance Employee must meet prescribed. Requirements and Rural Allowance 12%,

**CENTRE REQUIREMENTS**

: Edumbe Community Health Centre (Ophuzane Clinic)  
: Senior Certificate (Grade 12). Diploma/Degree in General Nursing and Midwifery or equivalent qualification that allow registration with SANC as a Professional Nurse. Post basic qualification with the duration of at least 1 year qualification in Curative skills in Primary Health Care accredited with SANC. Registration certificate with SANC as a general Nurse, Midwifery and Clinical Nursing Science. Current proof of registration with SANC 2020. Certificate of service stamped by HR Department. Proof of current and previous experience endorsed and stamped by HR must be attached. Knowledge, Skills, Training And Competencies Required:- Knowledge of nursing care processes and procedure. Knowledge of Nursing Act, Health Act, Occupational and Safety Act. Display a concern for patients, promoting and advocating proper treatment. Sound understanding of legislations and ethical nursing practices within a primary health care environment. Report writing skills.

**DUTIES**

: Key Performance Area: Perform a clinical nursing science in accordance with the scope of practice and standards as determined for a primary health care facility. Promote quality of nursing care directed by the professional scope of practice and standards as determined for a primary health care facility. Demonstrate a basic understanding of nursing legislation and related ethical nursing practices within a primary health care environment. Work effectively and amicably at a supervisory level, with person of diverse intellectual, cultural race or religious differences. Able to manage own work, time and that of junior colleagues to ensure services in a unit. Develop contacts, build and maintain a network of professional relations in order to enhance services delivery.

**ENQUIRIES APPLICATIONS**

: Mrs. LT Msibi Tel No: (034) 995 8500.  
: All applications should be forwarded to: The Human Resource Manager, Edumbe community Health Centre, P/Bag x 322 Paulpietersburg, 3180, or hand delivered to: The Human Resource Office, Stand No 463 eDumbe Main Street, Paulpietersburg, 3180. Human Resource Management Edumbe Main Street Paulpietersburg, for the attention of: Mrs. EP Mdlalose.

**NOTE**

: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary

proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply

<b><u>CLOSING DATE</u></b>	:	17 June 2020
<b><u>POST 14/58</u></b>	:	<b><u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGER REF NO: APP/02/2020 (01 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R376 596 per annum Other Benefit: 13TH Cheque, Medical Aid (Optional) and Housing Allowance (candidate must meet prescribed requirements)
<b><u>CENTRE</u></b>	:	Appelsbosch Hospital
<b><u>QUIREMENTS</u></b>	:	Senior Certificate STD 10/Grade 12, Degree/National Diploma in Human Resource Management/Public Management or Equivalent Qualification. A minimum of 3-5 years must be in Supervisory experience in Human Resource Component. Proof of current and previous work experience endorsed and stamped by Human Resource Manager. Recommendations: A valid driver's license code EB or C1. Computer literacy: MS Office Package. Persal Certificate. Knowledge, Skills, Competencies Required: Good knowledge of Human Resource Management. Good sound knowledge of departmental Legislation, prescripts and policies. Good Listening, Writing and Communication skills. Computer literacy. Good Decision making
<b><u>DUTIES</u></b>	:	Key Performance Areas: The incumbent will be expected to perform the following Key Performance Areas covering the entire uMshwathi sub-District i.e. Appelsbosch Hospital and Primary Health Care. Manage Human Resource Planning, development and EPMDs in support of service delivery imperatives. Ensure the development and implementation of human resource employment equity and workplace skills plan for the Institution and PHC in consultation with all stakeholders. Participate in and provide inputs in sub-District strategic and operational planning and reporting sessions. Coordinate all HRD programs and activities. Manage Human Resource Provisioning and practices in line with prevailing legislation prescripts and policies. Monitor human resource records and document management system. Ensure effective leave management system. Manage Labour Relations matters to ensure effective employment relations. Ensure the coordination of Institutional Management Labour Committee meetings. Ensure training of staff on Labour Relations. Create awareness of Labour relations within the Institution and PHC. Ensure compliance with grievance, mediation and arbitration proceedings. Manage the Employee Health and Wellness Programme in order to enhance employee productivity, safety and morale. Ensure coordination of Employee Health and Wellness Committee Meeting (EHWCM). Ensure training of staff on Employee Health and Wellness Programme within the Institution. Supervise staff and manage Human Resource Risk areas and assets. Manage EPMDs and staff development. Management of staff leaves utilization. Ensure the effective utilization of resources including assets allocated to human resource component. Provide advice and guidance to all officials in the Institution and PHC. Ascertain/substantiate possible discipline.
<b><u>ENQUIRIES</u></b>	:	Mr. T.L. Gwele: Chief Executive Officer, Tel No: (032) 2948000
<b><u>APPLICATION</u></b>	:	should be forwarded to: Human Resource Department, Appelsbosch hospital, Private Bag x 215, Ozwathini 3242.
<b><u>NOTE</u></b>	:	Equity Target: African Male
<b><u>CLOSING DATE</u></b>	:	19 June 2020
<b><u>POST 14/59</u></b>	:	<b><u>CLINICAL NURSE PRACTITIONER GRADE 1 REF NO: ITSH 08/2020 (2 POST)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R383 226. per annum Grade 2: R471 333 other benefit: 13 cheque, 12% rural allowance, home owners allowance (employee must meet prescribed requirements), Medical Aid (optional)
<b><u>CENTRE</u></b>	:	Itshelajuba Hospital (Tobolsk Clinic and Pongola Clinic)
<b><u>REQUIREMENTS</u></b>	:	Grade 12(Senior certificate) Standard 10 or vocational certificate plus, Degree/Diploma in Nursing , General Nurse and Midwifery plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care(PHC).Current registration with SANC as a General Professional Nurse and Primary Health Care plus A minimum of for (Current registration with SANC as a General Professional Nurse and Primary Health Care plus A minimum of for ( ) years appropriate/recognisable nursing experience as a General Nurse. NB: Certificate of service must be attached Experience <b>Grade 1</b> : A minimum of four ( ) years appropriate/recognisable experience as General Nurse. <b>Grade 2</b> : A minimum of fourteen (14) years appropriate/recognisable experience as a General Nurse. At least ten (10) years of this period must be

		appropriate/ recognisable experience in PHC after obtaining the relevant 1 year post basic qualification for the relevant speciality. NB: Certificate of service must be attached as proof of experience.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Provide quality comprehensive Primary care by promoting preventative, curative and rehabilitative services for the clients and community in line with PHC engineering. Perform clinical nursing practise in accordance with the scope of practise and nursing standard for primary health care. Provide administrative services such as providing accurate statistics for evaluation, future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self-care. Provide safe and therapeutic environment as laid down by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Plan and Organise own work and that of support personnel to ensure proper nursing care. Able to implement the institutional major incident (disaster) plan as required. Work as part of a multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians including report writing when required. Participate in the analysis and formulation of nursing policies and procedures Provide direct and indirect supervision of all staff within the unit and guidance in support of the Operational Manager. Order and monitor appropriate levels of consumables. Participate in clinical records audits and act on GAPS identified. Work effectively, co-operatively and amicably with persons of diverse intellectual, culture, racial or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patient's needs and expectations according to Batho Pele Principles. Promote quality of nursing care as directed by standards at primary health care facilities. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. The incumbent will be expected to work extended hours: After hour on call services.
<b><u>ENQUIRIES</u></b>	:	Mrs TG Msibi Tel No: (034) 4134000
<b><u>APPLICATIONS</u></b>	:	All applications must be addressed to Itshelejuba Hospital Private Bag x0047 Pongola 3170 and also emailed to <a href="mailto:Elliot.simelane@kznhealth.gov.za">Elliot.simelane@kznhealth.gov.za</a> (due to COVID 19)
<b><u>NOTE</u></b>	:	An application for Employment Form (z83) must be completed and forwarded. This is obtainable from any Public Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> Certified copies of ID documents, Std10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer ,confirming current and appropriate work experience related to the requirements and recommendations for the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the z83, e.g. ref ITSH 1/2018.Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to pre-employment screening and verification process. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payments of S&T claims.
<b><u>CLOSING DATE</u></b>	:	12 June 2020
<b><u>POST 14/60</u></b>	:	<b><u>PROFESSIONAL NURSE SPECIALITY MARTENITY ADVANCED MIDWIFERY REF NO: ITSH 9/2020</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R383 226 per annum Grade 2: R471 333.per annum other benefit: 13 cheque, 12% rural allowance, home owners' allowance (employee must meet prescribed requirements), Medical Aid (optional)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Itshelejuba Hospital Senior Certificate/Grade 12 or Equivalent qualification, Degree/National Diploma in general Nursing and Midwifery, A Post Basic qualification with a duration of at least one year accredited with SANC in Advanced Midwifery and Neonatal Nursing Science, Current registration with SANC as a General Nurse and Midwife, 2020 SANC Annual practising certificate (2020 receipt), proof current and previous experience endorsed by Human Resources Department. Experience: <b>Grade 1:</b> A minimum of 4 years appropriate/ recognizable experience in nursing after registration as professional nurse with SANC in General Nursing. <b>Grade 2:</b> A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC

in General Nursing. At least ten years of the period referred to above must be appropriate/recognizable experience in the Maternity after obtaining the 1 year post basic qualification in Midwifery and Neonatal Nursing Science. Certificate of service must be attached as proof of experience. Knowledge, Skills and Competences Required: Knowledge of nursing care process and procedures, nursing statutes and other relevant legal framework. Good communication skills-verbal and written, leadership, interpersonal, problem solving, conflict management and decision making skills. Co-ordination and liaison skills. Knowledge of Public Service Policies Act, and Regulations. Knowledge of Labour Relations Act, disciplinary and grievances procedures. Knowledge of Nursing Act, Occupational Health and Safety Act of 1995. Knowledge and implementation of Batho principles, Patients' Rights Charter and Code of Conduct.

**DUTIES**

: Key Performance Areas: Perform clinical nursing in accordance with the scope of practice and nursing standards. To execute duties and functions with proficiency in support of the aims and strategic objectives of the institution and to perform duties/functions within the prescripts of all applicable legislation. Maintain client satisfaction through quality service, innovation and professional nursing care by upholding the principles of Batho Pele and the standards sets by the accreditation process. Compile and analyse monthly statistics and use the information for future planning. Maintain clinical competence by ensuring that scientific principles of nursing care are within the legal requirement. Maintain. Ensure ongoing education and staff training in ESMOE, CARMA, PMTCT, MBFHI etc. Provision of quality maternal and neonatal care through setting of standards. Participate in the implementation of National Priorities clinical guidelines and protocol e.g. IPC, Quality Assurance etc. Maintain accurate and complete patient records. Participate in Health Promotion and illness prevention initiatives. Participate in the formulation and analysis of standard operating procedures and ensure that these are in accordance with the current statutory regulations and guidelines. Assist unit manager with overall management and support for effective functioning of the unit. Attend sub district and district perinatal meetings. Conduct clinical audit and compile summary report in order to monitor implementation of guidelines and protocols. Ability to work independently in all sections of the unit. Participate in the implementation of priority programs and strategies to reduce morbidity and mortality rates. To take charge of the unit during the absence of Operational Manager in charge and to manage the unit accordingly.

**ENQUIRIES**  
**APPLICATIONS**

: Mrs TG Msibi Tel No: (034) 4134000  
: All applications must be addressed to Itshelejuba Hospital Private Bag x0047 Pongola 3170 or hand delivered to the Human Resources Office at Itshelejuba Hospital

**NOTE**

: An application for Employment Form (z83) must be completed and forwarded. This is obtainable from any Public Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) Certified copies of ID documents, Std10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer ,confirming current and appropriate work experience related to the requirements and recommendations for the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the z83, e.g. ref ITSH 1/2018. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to pre-employment screening and verification process. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payments of S&T claims.

**CLOSING DATE**

: 12 June 2020

**POST 14/61**

: **ASSISTANT DIRECTOR-FINANCE & SCM REF NO: ITSH 06/ 2020 (1 post)**

**SALARY**

: R376 596 per annum, other benefit: 13<sup>th</sup> cheque, Housing Allowance (employee must meet the prescribed requirement) and Medical Aid (optional)

**REQUIREMENTS**

: Senior Certificate STD 10/ grade 12. Degree/National diploma in Financial Management Accounting Science/Costs and Management Accounting. 3-5 years in finance/Supply Chain, of which three (03) must Supervisory level. A valid driver's license code 08 and above. NB proof of work experience signed by human resource section must be attached. Knowledge, Skills and Competence Requires: Management and organisational skills. Good listening, writing and communication skills. Computer skills: MS office proficiency in

Microsoft excel, certificate must be attached. Knowledge of current Health and Public Service Legislation, regulations and policies including medical ethics, epidemiology and statistics. Extensive knowledge of BAS and knowledge of PERSAL system. Good leadership, management and decision making skills.

**DUTIES**

: Key Performance Areas: Improve financial management for the hospital and clinics attached to hospital. Compile and present regular reports to the Hospital management on expenditure, financial projections and any variations from budget and prepare detailed budget reports for the approval of Chief Financial Officer (CFO). Ensure that facility has approved procurement plan and improve Supply Chain Management. Ensure that the department meets its strategic objectives and budget is aligned to DOP and APP. Ensure the approval & functionality of Finance and SCM committees. Ensure implementation of the total quality management framework and compliance to National Core Standard. Ensure clearance of suspense account and proper debt management timeously. Ensure that goods and services are procured in a cost effective manner. Ensure that facility is conducting stock take and timeously do submission of report to Provincial SCM. Conduct analysis on expenditure trends and do budget estimates and link service delivery outcomes. Conduct internal audit and risk management. Ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resources, planning of financial resource mobilization. Develop, implement and monitor measures designated to optimize the collection of revenue and eliminating risk. Ensure revenue reconciliation statements are reported monthly. Ensure submission of all returns to Head Office monthly. Ensure proper management of assets.

**ENQUIRES APPLICATION**

: Mrs T.M Vilakazi Tel No: (034) 413 4000  
: All applications must be addressed to Itshelejuba Hospital Private Bag x0047 Pongola 3170 and also emailed to [fikile.simelane@kznhealth.gov.za](mailto:fikile.simelane@kznhealth.gov.za) (due to COVID 19)

**NOTE**

: An application for employment form (z83) must be completed and forwarded. This is obtainable from any Public Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Certified copies of ID documents, STD10, educational qualifications, certificate of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your C.V. original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations for the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the z83, e.g. ref ITSH 4/2020. Please note that failure to comply with the above instruction will be disqualify applicants. Please note that the selected candidate will be subjected to pre-employment screening and verification process. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful .please note that due to financial constraints, there will be no payments of S & T claims.

**CLOSING DATE**

: 12 June 2020